



United States Department of Agriculture

Farm and Foreign Agricultural Services
Risk Management Agency

March 23, 2000

INFORMATIONAL MEMORANDUM

TO: All Reinsured Companies
All Risk Management Field Offices
All Risk Management Agency (RMA)/Industry Workgroup Members

FROM: Heyward Baker //signed//
Director
Reinsurance Services Division

SUBJECT: RMA/Industry Working Group Kick-Off Meeting Agendas

Attached are the agendas for the kick-off meeting being held in New Orleans, Louisiana, March 27 and 28, 2000. There is an agenda for both the general session meeting and working group break-outs. Attire for the kick-off meeting is business casual.

We look forward to meaningful discussions and outcomes that consider the increased need for efficient and effective program delivery. You are the experts and we look forward to your valuable input.

If you have any questions regarding meeting arrangements, please contact me. You may E-mail me at: heyward_baker@wdc.fsa.usda.gov

Attachments (4)



1400 Independence Ave., SW • Stop 0801 • Washington, DC 20250-0801

The Risk Management Agency Administers and Oversees
All Programs Authorized Under the Federal Crop Insurance Corporation

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RMA/Industry Working Group Kick-Off Meeting
Chateau Le Moyne - French Quarter
March 27 - 28, 1999
New Orleans, Louisiana

Monday, March 27

12:00 - 1:00 Registration

1:00 Welcome Robert Prchal

Working Group Objectives Heyward Baker

E-commerce Briefing Dave Miller

Written Agreement Briefing Marian Jenkins

Manual 14 Briefing Melinda May

2:30 Break

3:00 - Break-outs

- E-Commerce Break-out Room 1
- Written Agreements Break-out Room 2
- Manual 14 General Session Room

Tuesday, March 28

8:30 - Break-outs (See Attached Working Group Agendas)

12:00 Adjourn

WRITTEN AGREEMENT - Work Group Break Out Agenda

| Monday, March 27, 2000 | Agenda Item | Spokesperson |
|--------------------------------|---|-------------------------|
| 3:00PM - 3:30PM | Welcome and Introductions Overview of Objectives Work Group Goals | Marian Jenkins |
| 3:30PM- 4:30PM | Organization & Methods: 1. Identify and Define Issues 2. Organize Sub-Work Groups 3. Nominate Sub-Chairpersons 4. Communication, methods, and rules 5. Decision making | Marian Jenkins |
| 4:30PM - 5:00PM | General Discussion of Issues | Marian Jenkins |
| | | |
| Tuesday, March 28, 2000 | Agenda Item | Spokesperson |
| 8:30AM - 10:00AM | Break into Sub-Work Groups and begin problem discussion | Sub Chairperson |
| 10:00AM - 10:15AM | Break | |
| 10:15AM - 11:45AM | Sub Work Group Discussion Establish Next Conference Call for Sub Work Group | Sub Chairperson |
| 11:45AM - Noon | Sub Chairperson Report | Each Sub Chairperson |
| | Wrap- Up | Marian Jenkins |

MANUAL 14 - Work Group Break Out Agenda

| Monday, March 27, 2000 | Agenda Item | Spokesperson |
|--------------------------------|--|--|
| 3:00PM - 3:30PM | Welcome and Introductions Overview of Objectives | Melinda May |
| 3:30PM- 4:00PM | Establish Sub Work Group Members for: 1) Definitions 2) Quality Control Review Process 3) Reporting Process Nominate Sub Chairpersons | Melinda May |
| 4:00PM - 5:00PM | General Discussion Review of Industry Issues from Compliance Roundtable and Comments from Industry on M-14 Review of OIG Quality Control Audit Recommendations | Melinda May |
| | | |
| Tuesday, March 28, 2000 | Agenda Item | Spokesperson |
| 8:30AM - 10:00AM | Break into Sub Work Groups Review Matrix Items Begin Markup | Sub Chairperson |
| 10:00AM - 10:15AM | Break | |
| 10:15AM - 11:45AM | Sub Work Group Discussion and Matrix Markup Establish Next Conference Call for Sub Work Group | Sub Chairperson |
| 11:45AM - Noon | Sub Chairperson Report Wrap- Up | Each Sub Chairperson Melinda May Heyward Baker |

E-COMMERCE - Working Group Break Out Agenda

| Monday, March 27, 2000 | Agenda Item | Spokesperson |
|--------------------------------|---|---------------------|
| 3:00 - 3:30PM | Welcome and Introductions Overview of Objectives | Dave Miller |
| 3:30 - 4:00PM | Status of E-Commerce Related Issues S.777 - Electronic Filing and Retrieval (enter bill number) S.761 - Electronic Signatures (enter bill number) NAIC Papers - E-Commerce Paper (page down to paper) NAIC Model Acts - Producer Licensing Model Act (page down to model act) | Dave Miller |
| 4:00 - 5:00PM | Open Discussion on Implementation Issues | |
| | | |
| Tuesday, March 28, 2000 | Agenda Item | Spokesperson |
| 8:30AM - 10:15AM | Open Discussion on Implementation Issues | |
| 10:15AM - 10:30AM | Break | |
| 10:30AM - Noon | Open Discussion on Implementation Issues Establish Working Group Agenda - task assignments - tele-conference Wrap- Up | Dave Miller |